



## Photo Lab Technician, Senior

**Job Code: 0494**

Originated: 11/05

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 1404

EEO Code: 22

FLSA: Non-Exempt

Supervisory: No

[General Workforce](#)

### CLASS SUMMARY

Performs highly skilled professional level work involving the application of general, forensic and medical/legal photographic techniques and methodologies.

### DISTINGUISHING CHARACTERISTICS

This is the senior-level class of the Photo Laboratory Technician series and is distinguished from the Photo Lab Technician by the more advanced skills and responsibility required and the responsibility for being the principal photographer for the department. This is not a supervisory job classification.

### ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Serves as the principal Police Department photographer and laboratory technician. Utilizes conventional and unconventional techniques, photographs a variety of subjects such as latent prints, tool-marks, fracture matches, documents, portraits and administrative photos. Serves as Police Photographer for public relations opportunities.
- Provides various photographic and photographic laboratory services, encompassing color, black & white (positive & negative).
- Operates various cameras, mixes chemicals, processes film and produces quality and/or custom photographic prints.
- Utilizes digital cameras and scanners and the corresponding computer operational software. Performs digital imaging processes, including the use of Adobe Photoshop.
- Cleans equipment using various chemicals. Works in a dark room to process photographs.
- Assists with the photographic budget and inventories/orders supplies. Completes forms and maintains detailed records.
- Instructs police personnel on the use of photographic equipment in a one-on-one and classroom setting.
- Checks the work of the Photo Lab Tech to ensure quality and conformance of standards.
- Responds to crime scenes and postmortem examinations for photographic assignments as needed.

- Performs maintenance and cleaning of photographic equipment. Determines the need for replacement or purchase of new photographic equipment.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

General photography, forensic and medical/legal photography and photography laboratory techniques and methodologies.

Darkroom techniques.

Operation of photographic equipment; mixing of chemicals; processing film and the production of quality prints.

Rules of evidence, chain of custody procedures and crime scene investigation procedures.

Microsoft Windows Office products.

#### **Ability to:**

Instruct others in a classroom setting.

Follow the rules of evidence, chain of custody and all other requirements as outlined in the Rules of Evidence, Scottsdale Police Department General Orders and Forensic Services Division procedures.

Comprehend and make inferences from written materials.

Communicate orally with co-workers, department personnel and general public in person and over the phone.

Make mathematical calculations.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

#### **Education and Experience:**

A high school diploma or GED equivalent and a minimum of five years experience in a comparable law enforcement agency or industrial photographic employment.

#### **Licensing and Other Requirements:**

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

## **SUPERVISION RECEIVED AND EXERCISED**

- Works under general direction of the Police Identification Services Supervisor in the Police Department and within standard operating procedures.

- Does not supervise, but reviews the work of the Photo Lab Technician to ensure conformance to standards.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed in a laboratory environment, darkroom setting, crime scenes settings and a normal City office environment.
- Measure distances using calibrated instruments; install, replace or adjust filters, light bulbs and other photographic equipment.
- Respond to various crime scenes and perform work that requires standing and walking/moving continuous periods of time, lifting, bending, standing and climbing elevations. Accesses paved, gravel or turf park areas.
- Visually distinguishes the full range of the color spectrum.
- Work in stressful and hazardous environments, which may be offensive to the senses of sight, touch or smell; work around and come into contact with deceased individuals in various stages of decomposition.
- Exposure to dust, noise, inclement weather, temperature extremes, unpleasant odors, exposure to hazardous materials and firearms.
- Bend and stoop to obtain photographs and equipment; lift 30 pounds above shoulder level.
- Visual and muscular dexterity to operate a camera requiring precise hand movements.
- Install, replace or adjust filters, light bulbs and other photography equipment.
- Clean equipment and perform minor equipment repairs and maintenance.
- Mix and work with a variety of chemicals.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate a motor vehicle to travel to/from various City locations.
- Work stand-by and call-outs as required.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*